

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Remington Park Standard Operating Procedures (SOP)

1. PURPOSE: Outline operating procedures for Fort Drum's Remington Park recreational use.

2. REFERENCES:

a. AR 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentality, 25 Oct 98.

b. AR 385-10, Army Safety Program, 29 Feb 00.

3. APPLICABILITY: Applicable to all authorized patrons in accordance with AR 215-1.

4. GENERAL:

a. Fort Drum's Remington Park is for the use of all authorized personnel, units, and agencies in order of priority listed below:

(1) Active, Reserve, and National Guard units.

(2) Active duty military and their family members.

(3) Reservists, National Guard, and their family members.

(4) Retired military and their family members.

(5) Agencies and Directorates of Fort Drum.

(6) DOD, APF/NAF, and AAFES employees.

(7) Private and Civilian agencies and organizations approved by the Director of Community Activities (DCA) and/or the Garrison Commander.

b. Remington Park:

(1) Is open for recreational use on a seasonal basis. The park season runs from 1 May through 31 October. The opening and closing dates for the park are weather dependent. The DCA Park Manager is the on-site authority for enforcing all park rules and procedures.

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(a) Park operating hours:

(1) Mondays, Tuesdays, Wednesdays, and Thursdays are 0900 to 2000 (9:00 a.m. to 8:00 p.m.).

(2) Fridays and Saturdays are 0900 to 2100 (9:00 a.m. to 9:00 p.m.).

(3) Sundays and Holidays are 1000 to 2000 (10:00 a.m. to 8:00 p.m.).

(b) The Director of Community Activities, Garrison Commander and/or the Installation Commander must approve any extension of park operating hours.

(2) Remington Park consists of a Nature Trail (for walking, relaxing, exercising, and running), swim area, children's playground, pavilions with barbecue grills and picnic tables, designated fishing areas, and scenic vistas of Remington Pond. The park also has male and female restrooms and a wheelchair accessible footbridge that connects the main park and swim area.

(a) The large park pavilions (30' x 52' rectangular and 30' x 116' rectangular pavilions) are not open for general use by park patrons (ANNEX C – Remington Park Reservations).

(b) The small park pavilions (16' diagonal hexagon and 32' diagonal hexagon) are open for general use by park patrons. Use of the small pavilions is on a first come first serve basis.

c. Remington Park Swim Area:

(1) Swimming is authorized in the designated swim area only (ANNEX B – Remington Park Swim Area). The swimming season is from the last week in May (Memorial Day weekend) through the first week in September (Labor Day weekend holiday). Operating hours are 1100 to 1900 (11:00 a.m. to 7:00 p.m.) daily. The opening and closing dates for the swim area are weather dependent.

(2) The swim area consists of a groomed beach front with park benches, lifeguard supervised swimming area, paddle boats, canoes, a beach house with clothes changing rooms with male and female restrooms, and an outdoor shower rinse station. The swim area has a wheelchair accessible foot bridge that connects the swim area with the main park.

d. Scheduling:

(1) The reservation of large pavilions is made through Outdoor Recreation and Travel Center. Reservations are scheduled on first come, first serve basis. Units and individuals can request reservation in advance of their scheduled use as indicated.

(a) Military units: 180 days out from scheduled event date.

(b) Military personnel: 60 days out from scheduled event date.

(c) DOD Civilian and other authorized users: 30 days out from scheduled event date.

(2) Requests from units, agencies, and organizations for special or community events at the Remington Park Children's Playground, Swim Area, and for park wide events require approval of Director of Community Activities and Garrison Commander, or his/her designated representative.

(3) Remington Park Pavilions: To reserve the use of the large pavilions at Remington Park, contact Outdoor Recreation and Travel Center, Building P-11115, Memorial Drive, or call 772-5169/6106 (ANNEX C – Remington Park Reservations).

(4) Remington Park Swim Area: The swim area is for use by all patrons during regular operating hours. Units can reserve use during physical training hours (ANNEX C – Remington Park reservations).

(5) Remington Park Children's Playground: The children's playground is for use by all patrons during regular park operating hours. It is a parental responsibility to supervise their children.

(6) Remington Park Nature and Fitness Trail: The Nature and Fitness Trail is for use by all patrons during regular park operating hours.

e. Units must obtain alcohol permits for unit functions prior to the scheduled date of the event. Obtain permits by contacting the DCA Admin Office, Building T-3, Nash Blvd., or call 772-5685.

f. The consumption of alcoholic beverages by persons of legal drinking age is permitted in the park. No drinking alcoholic beverages in the playground, swim area, pond, or on the beach. No underage persons will drink alcoholic beverages (New York State law and Fort Drum Regulations and Policy Letters). Violations will result in expulsion from the park.

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g. Any structural, facility, or area damage caused by the patron or his/her guests will be charged to the patron.

5. RESPONSIBILITIES:

a. United States Army Garrison (USAG), Fort Drum:

(1) Determine the opening and closing dates and operating hours in the event of increased TFP CON levels for Fort Drum. The DCA, Outdoor Recreation and Travel Center will provide USAG with recommendations.

(2) Direct the Post Police Detail to police Remington Park and related facilities once a day prior to 1000.

b. DCA: Designate a Park Manager who is the operational authority to effect timely DCA park policy change.

(1) Outdoor Recreation and Travel Center ODR/TC:

(a) Manage and facilitate the use of Remington Park facilities, to include all park activities and special events. Schedule use of the facilities by authorized units, agencies, directorates, organizations, and individuals.

(b) Responsible for park maintenance and coordination with other agencies and directorates to ensure necessary maintenance and repairs are performed.

(c) Proponent for the Remington Park Standard Operating Procedures (SOP).

(d) Coordinate with and request from 10th Mountain Division (Light Infantry) to provide six soldiers that are Red Cross qualified lifeguards for the swimming season from 1 May through 15 September each year. Coordinate for gate and access security in the event of heightened TFP CON levels and the determination by the Garrison Commander to continue park operations.

(e) Coordinate with and request from Fort Drum MEDDAC to provide personnel and equipment from Preventive Medicine to conduct bacteriological examinations and other necessary medical inspections of Remington Park Swim Area. Inspections are to be conducted prior to opening season of the swim area and periodically throughout the season.

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(2) Services Division:

(a) Provide personnel and equipment to assist in the maintenance and upkeep of Remington Park facilities, roads, gates, fences, and grounds as necessary.

(b) Perform trimming, grass, and brush cutting a minimum of once a week during the open season. Assist in policing of the park and facilities on a daily basis during the open season. Policing will be performed one hour prior to the park opening.

(c) Conduct snow plowing of Rappel Tower Road and lodge parking area and walkways as necessary during the winter season to ensure access to the Remington Park.

(3) Community Operations Division: The Commons manages all food and drink concessions at Remington Park.

(4) Marketing Division:

(a) Assist in the coordination and preparation of media and print advertisement for Remington Park and park related community activities.

(b) Prepare flyers and event posters as necessary for park related community activities.

c. Public Works: Provide personnel and equipment to assist in the maintenance and upkeep of Remington Park facilities, roads, gates, fences, and grounds as necessary.

3 Encls

1. Remington Park Standards of Conduct
2. Remington Park Swim Area
3. Remington Park Reservations

//Original Signed//

JOHN J. KELLY

Colonel, IN

Garrison Commander